



## MISSOURI DEPARTMENT OF TRANSPORTATION JOB OPPORTUNITY ANNOUNCEMENT

Statewide

10/02/2006

**Date Posted**

10/23/2006

**Notify Contact Person By**

Planning Technician / Intermediate Planning  
Technician / Senior Planning Technician

**Job Title**

R01037 / R01038 / R01039

**Job Title Code**

District 2 / Transportation Planning Division

**District/Division/Office**

Macon District Office - Planning

**Location of Vacancy**

6 / 8 / 10

**Salary Grade**

\$2,217.00 / \$2,508.00 / \$2,793.00

**Min. Monthly Salary**

Roy Hogsett

**Supervisor/Team Leader**

Ellen Gehringer

**Contact Person (Name)**

gehrie

**(USERID)**

660.385.8203

**(Area Code/Telephone No.)**

**SAFETY-SENSITIVE JOB:**

YES

☐

NO

☒

**PHYSICALLY DEMANDING JOB:**

YES

☐

NO

☒

**Notice:** CORRECTED

**Note:** Refer to personnel policies 0600 "Medical Examination Program" and 2508 "Drug Testing Program" for testing requirements.

### Job Summary:

#### --- Planning Technician ---

The planning technician provides basic technical or paraprofessional support of engineering projects and programs involving the collection, classification, and summarization of transportation planning data. Responsibilities are performed under moderate supervision.

#### --- Intermediate Planning Technician ---

The intermediate planning technician provides routine technical or paraprofessional support of engineering projects and programs involving the collection, classification, summarization and routine analysis of planning data. Responsibilities are performed under moderate supervision.

#### --- Senior Planning Technician ---

The senior planning technician provides advanced technical or paraprofessional support of engineering projects and programs involving the collection, maintenance, analysis, and reporting of planning data affecting various transportation, grant administration, and economic issues. Responsibilities are performed under general supervision.

### Minimum/Required Qualifications:

#### --- Planning Technician ---

High School Diploma or GED and two years of experience in the collection and analysis of data, including methods and procedures of forecasting.

OR

Associate Degree in Civil Engineering Technology, Surveying, Drafting, Computer Science or related field.

**--- Intermediate Planning Technician ---**

High School Diploma or GED and four years of experience in the collection and analysis of data, including methods and procedures of forecasting.

OR

Associate Degree in Civil Engineering Technology, Surveying, Drafting, Computer Science or related field and two years of experience in the collection and analysis of data, including methods and procedures of forecasting.

**--- Senior Planning Technician ---**

High School Diploma or GED and six years of experience in the collection and analysis of data, including methods and procedures of forecasting.

OR

Associate Degree in Civil Engineering Technology, Surveying, Drafting, Computer Science or related field and four years of experience in the collection and analysis of data, including methods and procedures of forecasting.

**Supervisory Responsibilities:**

**--- Planning Technician ---**

None

**--- Intermediate Planning Technician ---**

None

**--- Senior Planning Technician ---**

None

**Special Working Conditions/Job Characteristics:**

**--- Planning Technician ---**

Job requires occasional, statewide travel.

NOTE - See additional notes below which pertain to the Grade 6, 8 and 10 positions:

1. Position requires successful completion of trigonometry course.
2. Position will primarily be in Planning, but will be expected to provide support as Design Technician.
3. Computer programs that the desirable candidate should be familiar with or will receive training on:
  - a. ArcGIS
  - b. TMS
  - c. Microstation
  - d. Microsoft Office - Word, Excel, Access & Powerpoint
  - e. SIMS - STIP Programming Program

**--- Intermediate Planning Technician ---**

Job may require statewide travel.

**--- Senior Planning Technician ---**

Job requires occasional, statewide travel.

**Examples of Work:**

**--- Planning Technician ---**

- Compiles and tabulates data used in assigned sections; calculates percentages and ratios using raw data.
- Maintains files and records for analysis and presentation; maintains databases.
- Assists in the preparation of charts, graphs, and maps using current technology.
- Compiles, scans and enters job data into project history database; maintains written and electronic records of historical data including SI & A bridge inspection and project documentation.

- Collects field data and assists in preliminary analysis of data; summarizes and codes data for computer processing. Conducts preliminary processing of project documentation such as invoices and agreements.
- May compile and coordinate the printing and distribution of project or information booklets for distribution to federal, state and other agencies.
- Assists with activities that support the planning department and interaction with planning partners and other local agencies.
- Assists with coordination of local public agency projects.
- Researches, locates and reproduces microfilm plans, maps, historical databases and records, including local bridge inventory data sheets.
- Prepares displays, maps, and photos for public meetings and presentations; prepares handouts for presentations.
- Utilizes design software, computer aided drafting and geographic information system software to process and develop transportation system data, reports, and maps.
- Gathers data during field checks by sketching, measuring, performing calculations, and utilizing technology such as photography and GPS to compile and verify transportation system inventory data.
- Performs other responsibilities as required or assigned.

#### **--- Intermediate Planning Technician ---**

- Compiles relevant data used in the assigned section through various contacts; reviews for accuracy and prepares instructions for tabulation of computerized data.
- Analyzes data to assist supervisor in specific phases of developing projections; utilizes computer software to tabulate current data and historical data in the preparation of statistical projections or informational reports.
- Maintains control sections and updates files to reflect current status; may conduct special studies and analyze data to develop projections, trends, and patterns.
- Maintains and updates historic and current records on assigned data and initiates updates when necessary.
- Creates and maintains databases, charts, graphs, and maps using current technology.
- Collects and analyzes data on specific projects; researches state transportation agencies' practices and trends.
- May initiate or answer correspondence related to collection of data in assigned section.
- Compiles, scans, and enters job data into project history database; maintains written and electronic records of historical data including SI&A bridge inspection and project documentation.
- Collects field data and assists in preliminary analysis of data; summarizes and codes data for computer processing. Conducts preliminary processing of project documentation such as invoices and agreements.
- Assists with activities that support the planning department and interaction with planning partners and other local agencies.
- Assists with coordination of local public agency projects.
- Researches, locates, and reproduces microfilm plans, maps, historical databases and records, including local bridge inventory data sheets.
- Prepares displays, maps and photos for public meetings and presentations; prepares handouts for presentations.
- Utilizes design software, computer aided drafting and geographic information system software to process and develop transportation system data, reports and maps.
- Gathers data during field checks by sketching, measuring, performing calculations, and utilizing technology such as photography and GPS to compile and verify transportation system inventory data.
- Performs other responsibilities as required or assigned.

#### **--- Senior Planning Technician ---**

- Collects and analyzes data to prepare reports of current data, trends and patterns, and to develop projections of future data, trends and patterns.
- Conducts special studies and analyzes data; requests and assists in the collection of data for both ongoing projects and special studies; initiates or answers correspondence related to analysis of data.
- Creates and maintains databases, charts, graphs, and maps using current technology; manages databases to ensure data quality and consistency.
- Prepares data for computer programs used in the application of mathematical models; prepares written instructions and flow diagrams to tabulate and store data in related databases.

- Researches, compiles, analyzes, and organizes information from maps, reports, investigations, and books for use in reports and special projects.
- Compiles, scans, and enters job data into project history database; maintains written and electronic records of historical data including SI&A bridge inspection and project documentation.
- Collects field data and assists in preliminary analysis of data; summarizes and codes data for computer processing. Conducts preliminary processing of project documentation such as invoices and agreements.
- Assists with activities that support the planning department and interaction with planning partners and other local agencies.
- Assists with coordination of local public agency projects.
- Researches, locates, and reproduces microfilm plans, maps, historical databases and records, including local bridge inventory data sheets.
- Prepares displays, maps and photos for public meetings and presentations; prepares handouts for presentations.
- Utilizes design software, computer aided drafting and geographic information system software to process and develop transportation system data, reports, and maps.
- Gathers data during field checks by sketching, measuring, performing calculations, and utilizing technology such as photography and GPS to compile and verify transportation system inventory data.
- Performs other responsibilities as required or assigned.

**How to apply: In order to be considered for this vacancy you will need to complete the MoDOT internal Job Opportunity Application. Please submit the application and transcripts on or before the application deadline to the HR contact person by e-mail or mail to the address listed below.**

**Missouri Department of Transportation  
Human Resources  
902 North Missouri  
P.O.Box 8  
Macon, MO 63552**

**The Missouri Department of Transportation promotes an equal opportunity workplace that includes reasonable accommodation of otherwise disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.**